

REQUEST FOR MICR TONER

Please fill out all information and fax to the WIC NSB HELPDESK at (919) 870-4863.

WIC PROGRAM NUMBER: _____ WIC SITE NUMBER _____

WIC PROGRAM NAME: _____

STREET ADDRESS: _____

City, State, Zip: _____ NC _____

If the location is not open Monday – Friday for deliveries, please list the main site.

PHONE NUMBER: () _____ FAX NUMBER: () _____

TYPE OF TONER NEEDED: ST-9530 N ST-9325 N
 (Please CHECK printer type)

NUMBER OF CARTRIDGES NEEDED: _____

Please keep in mind that toner arrival will require a ten day grace period after order is placed. Check for correct toner cartridge and use old toner first. Toner packing slip must be signed by WIC Staff only. Fax toner packing slips to Gennell Morgan at (919) 870-4818.

*** NO CALL IN ORDERS WILL BE ACCEPTED ***

All Orders Must Be Signed and Dated

SIGNATURE OF SUPERVISOR: _____

TITLE: _____ DATE: _____

Please complete this form and Fax to: WIC NSB Helpdesk at 919-870-4863. Your request will be processed within 3 business days after receipt. If you have questions, please contact the NSB Helpdesk at 919-707-5795, press 1 for WIC.

STATE OFFICE USE ONLY	Ordered By		Remedy #	
	WEB ORDER #		Dollar Amt	
	Date Ordered		Database Y/N	

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